

Critical Workplace Skills Teacher Curriculum Resources

Books

Activities That Teach

By Tom Jackson

ISBN # 0-9664633-1-5

<http://www.activelearning.com>

Job Savvy: How to Be a Success at Work

By LaVerne and Marsha Ludden

ISBN # 1-56370-435-8

<http://www.bn.com>

<http://www.amazon.com>

More Activities That Teach

By Tom Jackson

ISBN #0-96646633-3-1

Quick Skills

By Career Solutions Training Group

- Attitude and Self-Esteem, ISBN # 0-538-69026-7
- Customer Service, ISBN # 0-538-69836-5
- Decision Making and Problem Solving, ISBN # 0-538-69024-0
- Embracing Diversity, ISBN # 0-538-69842-X
- Handling Conflict, ISBN # 0-538-69833-0
- How to Find and Apply for a Job, ISBN # 0-538-69845-4
- Listening, ISBN # 0-538-69020-8
- Managing Change, ISBN # 0-538-69839-X
- Reading in the Workplace, ISBN # 0-538-69016-X
- Self-Management and Goal Setting, ISBN # 0-538-69022-4
- Speaking and Presenting, ISBN # 0-538-69014-3
- Teamwork, ISBN # 0-538-69830-6
- Writing in the Workplace, ISBN # 0-538-69018-6

South-Western Educational Publishing

<http://www.swep.com>

Seven Habits for Highly Effective Teens

By Sean Covey

ISBN #0-684-85609-3

<http://www.franklincovey.com> - books/training

Still More Activities That Teach

By Tom Jackson

ISBN #0-9664633-5-8

The School-to-Work Planner: A Work-based Learning Guide

By Stull and Zedlitz

South-Western Educational Publishing

ISBN # 0-538-64970-4

The Work Book: Getting the Job You Want

By J. Michael Farr, Richard Gaither and R. Michael Pickrell

Glenco: McGraw-Hill

ISBN# 0-02-668451-9

<http://www.glencoe.com/ps/index2.html>

CDs

Labor Laws – A Teacher's Aid

Lynette Wilkes

lwilkes@dsdmail.net

Videos/Movie Clips

Apollo 13, 1995 *

Topic: Problem Solving

Directed by Ron Howard

<http://www.imdb.com>

FISH!

Topic: Attitude

ChartHouse Learning

221 River Ridge Circle

Burnsville, MN 55337

800-328-3789

<http://www.charthouse.com>

Not For Sale

Topic: Ethics

The Ethics Resource Center, Inc.

1120 G Street, NW Suite 200

Washington, DC 20005

(202) 737-2258

<http://www.ethics.org>

Real Life 101

Topic: Career Videos

Media Pro

5150 Palm Valley Road, Suite 302

Ponte Vedra Beach, FL 32082

888-661-8104

www.mediakids.com

Remember the Titans, 2000*

Topic: Teamwork

Directed by Boaz Yakin

Robin Hood - The Prince of Thieves, 1991*

Topic: Teamwork

Directed by Kevin Reynolds

Rudy, 1993*

Topic: Goal Setting

Directed by David Anspaugh

Sister Act, 1992*

Topic: Goal Setting

Directed by Emile Ardolino

What Women Want, 2000*

Topic: Teamwork

Directed by Nancy Meyers

*Asterisk notes movies that contain appropriate 1-2 minute clips for classroom use. Topic is referenced by each movie listed. Should you choose to use movie clips in your classroom, you must abide by all federal, state and local copyright laws as well as adhere to your district policy. The Internet Movie Database is a good source for locating movie information

<http://www.imdb.com>

Presentations

Teens in the Workforce

By Scott Ward

<http://www.usoe.k12.ut.us/ate/wbl/manual/resources.htm>

Web Sites

Buck Institute for Education

<http://www.bie.org/index.php>

The Buck Institute for Education (BIE) is a non-profit, research and development organization dedicated to improving the practice of teaching and the process of learning. Download sample employer, student and supervisor handbooks.

Department of Labor – Youth Labor Information

<http://www.dol.gov/dol/topic/youthlabor/index.htm>

Provides information related to youth employment including safety, parent information, teacher information, etc.

Franklin Covey

<http://www.franklincovey.com>

Create a personal mission statement with the mission statement builder.

JobStar

<http://www.jobstar.org>

View examples of student and adult resumes.

Resume Help

<http://www.resume-help.org>

Designed to assist with how to write a resume. Contains free tips for job interviewing and numerous tools to get you the perfect job.